

## How To Apply:

For more information, contact the Operator Training Program staff or complete the application below and mail, fax or email the information to the address shown on the front of this brochure.

## Application:

Plant Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Responsible Official: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Plant manager: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

## Management Verification:

I am requesting inclusion in the Department of Environmental Quality's Operator Training Program as a cooperative training program provider. I have selected the following option:

\_\_\_\_\_ Host \_\_\_\_\_ Co-presenter

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***Cooperative training programs will not be initiated without the expressed written approval and support of the plant owner/management.***

\*Fees are set to recover costs associated with providing participant handouts, repair and replacement of equipment used in hands on activities, purchase of program consumables (i.e. chemicals, glassware, and safety supplies) and cover a portion of the program staff travel expenses. Fees do not underwrite any portion of the program development, personnel or facility costs.

\*\*DEQ Water Program Guidance Memo 03-2014 (Attachment 1) states that data collected by students during a State Board approved training program does not constitute effluent monitoring and does not have to be included in permit required reporting.



# Wastewater Treatment Plant Cooperative Training Programs



Operator Training Program  
Division of Water Quality Programs  
Department of Environmental Quality  
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Richmond, Virginia 23218  
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## Is your plant operating staff in need of training?

With the approaching need to replace experienced staff who are retiring and the onset of more stringent effluent limitations and more advanced technology plant owners/managers are in increasing need of more training opportunities for plant operating staff.

## What are my options?

The Department's Operator Training Program offers many opportunities for wastewater treatment plant owners/operators and operator trainees to receive technical training on a variety of associated topics. Operator training program staff conduct training workshops at wastewater treatment plants throughout the state. The purpose of these programs is to assist facility staff/management in ensuring that plant operating staff are capable of providing efficient operation and maintenance of wastewater treatment facilities.

The Department of Environmental Quality, Operator Training Program has cooperative training programs available to assist facilities with fulfilling this need.

## What training programs are available?

Process control training workshops are available on activated sludge, biological nutrient removal and other wastewater treatment process topics.

Sampling and testing workshops are available on basic wastewater lab skills and specific testing parameters (i.e. D.O., BOD, pH, TKN).

## Eligibility and Exclusions:

Any wastewater plant that has the necessary facilities and/or training staff available may apply. The program is **not** available to facilities operated and/or managed by contractual service providers.

## Host

### DEQ, Operator Training Program:

Submits training program for Department of Professional and Occupational (DPOR) approval (where required).

Develops and distributes course announcements.

Provides instructors, training materials, and multi-media presentation equipment (when needed).

Provides equipment, supplies and chemicals for student exercises and demonstrations and safety equipment for attendees (gloves, glasses and aprons).

Processes participant registrations, collects and retains registration fees\* and provides participants with informational package prior to the program.

Processes participant completions, issues certificates and maintains participant records in accordance with License Board regulations and state records management procedures.

### Facility/Host:

Provides meeting room capable of holding the agreed upon number of participants for the agreed upon presentation dates.

Provides a room or access to lab space which is suitable for student hands-on training activities and access to treatment facility to collect data and/or samples required to complete hands-on training exercises/activities.\*\*

Provides parking and access to break area and vending machines.

Receives a pre-determined number of complimentary registrations for staff to attend program based on space availability and program applicability to plant operations. Facilities receive up to 3 - 4 registrations for courses with a maximum enrollment of 16 participants.

## Co-presenter

### DEQ, Operator Training Program:

Submits training program for Department of Professional and Occupational (DPOR) approval (where required).

Develops and distributes course announcements.

Provides training materials and equipment (as necessary).

Provides assistance to plant staff in preparing for assigned instructional responsibilities.

Processes participant registrations, collects and retains registration fees\* from non-staff participants and provides participants with informational package prior to the program.

Processes participant completions, issues certificates and maintains participant records in accordance with License Board regulations and state records management procedures.

### Facility/Co-presenter:

Designates the number of non-staff participants that will be accepted for the program.

Provides qualified staff to instruct the program.

Enrolls the agreed upon number of staff in the program at no charge.

Provides a meeting room capable of holding the agreed upon number of participants for the agreed upon presentation dates.

Provides a room or access to lab space which is suitable for student hands-on training activities and access to treatment facility to collect data and/or samples required to complete hands-on training exercises/activities.\*\*

Provides parking and access to break area and vending